## WEST BENGAL

Administration: The Records Repository of West Bengal which, prior to independence, was known as Secretariat Record Room and some time after independence as Secretariat Record Office, was formed in 1909 and functioned since then as a separate branch of the Political Department. The nomenclature was changed to State Archives of West Bengal in 1961. It now functions as a branch of the Education Department of the Government of West Bengal.

The existing administrative set up of the State Archives is as follows:

| Cadre | | Sanctioned Strength |
|---|---|---|
| Director of Archives (Gazetted) | ... | 1 |
| Assistant Director of Archives (Gazetted) | ... | 1 |
| Chief Archivist (Gazetted) | ... | 2 |
| Archivist | ... | 4 |
| Assistant Archivist | ... | 10 |
| Senior Head Assistant | ... | 1 |
| Junior Head Assistant | ... | 1 |
| Senior Assistant | ... | 7 |
| Lower Division Assistant | ... | 17 |
| Typist Grade I | ... | 1 |
| Typist Grade II | ... | 6 |
| Binder | ... | 3 |
| Muharri-cum-Senior Mender Grade I | ... | 4 |
| Muharri-cum-Senior Mender Grade II | ... | 7 |
| Record Supplier-cum-Mender | ... | 17 |
| Duftry | ... | 2 |
| Peon | ... | 11 |
| Farash | ... | 23 |
| Darwan | ... | 2 |
| Night Guard | ... | 1 |
| Sweeper | ... | 3 |
| Orderly Peon | ... | 1 |

The post of the Assistant Director of Archives remained vacant during the period and Shri A.K.Chakraverty, M.A., W.B.C.S., the Deputy Secretary, Education Department, was in over all charge of the State Archives in addition to his own duties. Shri N.C.Pal, B.Sc., Chief Archivist (Current Section) and Shri N.C.Sarker, M.A., Diploma in Archives Keeping, Chief Archivist (Historical Section) were in charge of their respective sections.

During the year under report two posts of Archivist out of the four created in 1972 were filled up by departmental promotion.

Budget: During the year, there was no separate budget provision for the State Archives of West Bengal in the non-plan sector. Expenditure on account of permanent establishment was met from the total grant allocated to the Education Department as a whole.

Building: The State Archives has its own building at the premises No.6, Bhawani Dutt Lane, Calcutta-7, where the Historical Section is located. The Current Section of the Archives is located at the Writers' Buildings, Calcutta.

Record Management: The work of the appraisal of records of the various departments of the West Bengal Secretariat was continued. During the period under report 7,984 files of the Home Department (Appointment, Political and Police (1939) and Finance Departments (1939) were appraised and, out of these, 238 files were found fit for permanent retention. The Retention Schedule was followed.

Research and Reference: 116 Research scholars from different universities and research institutions were given facilities for research in the State Archives. Of them, 9 scholars were from foreign universities and institutions.

220 queries on records from private persons and agencies were attended to.

Reference Media: The work of preparation of the Press List of the records of the Revenue Department from 1735 onwards, those of the Board of Trade, Commercial from 1777 onwards and the Descriptive List of the records of the Revenue (Judicial) Department from 1790 onwards was in progress. In order to prepare consolidated Indices to the post-Mutiny records, index slips to the records of the Home (G.A.) Department (1942-44) and Finance (Miscellaneous) Department (1917-28) were arranged.

Publication Programme: The Press List of documents relating to the Governor-General of Bengal in Council preserved in the State Archives of West Bengal (Series I - Revenue Department, Volume XII, 9 January to 17 December 1784) is in the Press.

Preservation of Records: 18,600 brittle and damaged pages of the Proceedings Volumes of different authorities were repaired with tissue/chiffon/glassine papers. 197 Proceedings Volumes were rebound. 200 Proceedings Volumes and 600 files were fumigated with para-dichlorobenzene and 232 Proceedings Volumes and 50 maps were treated in the thymol fumigation chamber.

PAPER NO. III

# LIST OF ACCESSIONS:

## Public Records, Private Papers, Microfilm Copies and Pre-1900 Publications, 1973-74